



COUNTY OF SAN DIEGO  
**Great Government Through the General Management System – Quality, Timeliness, Value**  
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PUBLIC HEALTH NURSE MANAGER

Class No. 004571

■ CLASSIFICATION PURPOSE

Under direction, to manage and plan the operation and delivery of public health services at public health centers and clinics; to perform community health assessment, program development and coordination of multiple public health programs or a large countywide program; and to perform related work.

■ DISTINGUISHING CHARACTERISTICS

This is a management level class allocated only to the Health and Human Services Agency (HHSA). Public Health Nurse Managers are responsible for planning, directing and coordinating the overall activities of one or more public health centers, and/or for community health assessments, program development, analysis and coordination of multiple programs, or a large countywide public health program at multiple sites. This class differs from the Chief Nurse, Public Health, in that the latter is responsible for planning and implementing public health nursing standards and practices in the Public Health Services, HHSA.

■ FUNCTIONS

**The examples of functions listed in the class specification are representative but not necessarily exhaustive or descriptive of any one position in the class. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.**

Essential Functions:

1. Plans, directs, and coordinates the overall activities of one or more public health centers or a large countywide program at multiple sites.
2. Develops and directs the delivery of health center activities and community health programs within a geographical area.
3. Evaluates the operation of field and clinic services within an assigned area.
4. Performs community health assessments and analysis of epidemiological data to develop public health programs and services.
5. Supervises directly and through subordinate supervisors, the work of nursing, clerical, and support staff of a public health center.
6. May conduct home visits in urban and rural communities.
7. May examine patients to identify health problems.
8. May assess individual and community health needs.
9. Assists in the preparation of the public health center budget.
10. Plans, directs, or facilitates staff development programs.
11. Acts as liaison with health/social service agencies or community representatives to determine community health needs.
12. Prepares reports and records and makes recommendations to administrative management.
13. Provides responsive, high quality service to County employees, representatives of outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

## ■ KNOWLEDGE, SKILLS AND ABILITIES

### Knowledge of:

- Supervision and training principles and techniques.
- Health and Human Services Agency and Public Health Services programs, policies, and procedures.
- Public health practices, the application of nursing principles, the promotion of health and the prevention of disease and disability.
- General nursing skills and practices in the areas of maternal and child health, adult health, medical and surgical nursing, and communicable disease control.
- Community needs assessment procedures.
- Community resources and how to develop and utilize them.
- Current developments in public health nursing.
- Cultural differences in health care.
- Ordinances, rules and regulations governing public health services and nursing practices.
- The General Management System in principle and practice.
- Telephone, office, and online etiquette.
- County customer service objectives and strategies.

### Skills and Abilities to:

- Plan, direct, coordinate, and evaluate the overall activities of one or more public health centers.
- Provide consultation on a wide range of health care assignments and/or programs.
- Analyze data, solve problems, identify appropriate solutions, and make logical decisions.
- Respond to emergency situations.
- Perform patient examinations and assess and interview patients.
- Assist in preparing budget request for the public health center.
- Establish and maintain cooperative relationships with hospitals, clinics, community agencies and health professionals.
- Communicate effectively, orally and in writing.
- Compile information and prepare reports.
- Communicate effectively with a variety of individuals representing diverse cultures and backgrounds and function calmly in situations, which require a high degree of sensitivity, tact and diplomacy.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Provide prompt, efficient and responsive service.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.

## ■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are: A bachelor's degree from an accredited college or university, or certified equivalency for foreign studies in nursing, AND, four (4) years of recent (within the last ten years) increasingly responsible experience in the public health nursing field. At least two (2) years of experience must have included supervising the activities of subordinate staff in an official public health agency or similar agency or organization providing a generalized public health nursing program; OR, experience in managing the overall activities of a public health program or clinic services.

**Note:** A master's degree in nursing or health related field can substitute for one year of registered nursing experience.

## ■ ESSENTIAL PHYSICAL CHARACTERISTICS

**The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classification. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.**

Frequent: sitting, walking, neck and waist bending, repetitive using of hands, simple grasping and fine hand manipulation, pushing and pulling of hand, and reaching above and below shoulder level. Occasional: standing, squatting, climbing, power hand grasping. Must be able to lift up to 11 lbs., and occasionally 25 lbs.

## ■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

### License

Valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Valid California Registered Nurse License is required at time of application.

### Certification/Registration

Valid Public Health Nurse Certificate from a State Public Health Nursing or other regulatory agency is required at time of application.

Valid CPR card required at the time of appointment and must be maintained throughout employment.

**Note:** Some positions require that incumbents acknowledge that they are aware of child abuse reporting requirements and agree to comply with them in accordance with California Penal Code Section 1166.5.

### Working Conditions

May be subjected to patients with communicable diseases and persons that may be potentially hostile or violent. May travel to community areas that are potentially dangerous.

### Background Investigation

Must have a reputation for honesty and trustworthiness. Misdemeanor and/or felony convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a background investigation.

### Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

**New: January 22, 1992**  
**Reviewed: Spring 2003**  
**Revised: May 26, 2004**